

○ **Due Process Rights**

The following listed rights are to insure that administrative proceedings, which involve disciplinary actions and/or grievances, are conducted in a fair and consistent manner. Each student involved in a disciplinary situation or who has a grievance has the right to:

1. File a written grievance or appeal.
2. Receive a written statement of charges and their basis, when applicable.
3. Know the nature of evidence/information being considered.
4. Present supporting evidence on his/her own behalf.
5. Request a personal appearance before the person or group.
6. Receive a timely response to the appeal or grievance.

○ **Grievance Process**

A grievance is any dissatisfaction, complaint or alleged injustice that results from an academic or non-academic experience with administrators, faculty/staff members, students.

○ **Basis For Making an Appeal**

It is the responsibility of the person making the appeal to demonstrate the validity of his/her reason for the appeal. A student has the right to appeal any action, based on one of the situations listed below:

1. The action taken is more severe than warranted based on the original situation.
2. New information was not available at the original decision.
3. Improper procedures, which altered the original decision.
4. Probable bias on the part of the decision-maker.

○ **Potential Results of an Appeal**

At each step of the appeals process, the *written appeal* will provide the basis for investigation of the appeal. However, as part of